

**Residential/Commercial Site Plan Submittal Checklist**

- \_\_\_ 1. Completed Site Plan Review Application with appropriate fees included
- \_\_\_ 2. Seven (7) copies of plans and two (2) copies of hydrology study
- \_\_\_ 3. Boundary and topo survey including bearings and distances using State Plan Coordinates (copies provided in site plan set)
- \_\_\_ 4. Cover sheet to include the following:
  - a. Name of development and location
  - b. Owner and/or developer's name, address, and telephone number
  - c. Location map showing land lot lines
  - d. Engineer's name, address, and telephone number
  - e. Index
  - f. Zoning conditions and/or variance information (if applicable)
  - g. List of utility providers with contacts
  - h. Disturbed acreage
  - i. Impervious area
  - j. Land Lot Information
  - k. Total and Disturbed Acreage
- \_\_\_ 5. Overall site layout showing master plan (if applicable)
- \_\_\_ 6. Site layout sheet as part of site plan set
- \_\_\_ 7. Plan notes (can be on a note sheet or on the sheet they pertain to, not multi-sheets)
- \_\_\_ 8. Grading and drainage plan
- \_\_\_ 9. Utility plan
- \_\_\_ 10. Sanitary sewer profiles
- \_\_\_ 11. Storm profiles and pipe chart
- \_\_\_ 12. Construction details
- \_\_\_ 13. Tree/landscape plan
- \_\_\_ 14. Site lighting including photometric plan
- \_\_\_ 15. Completed Erosion and Sediment Control Checklist (For NOI only; projects 1 acre or more)
- \_\_\_ 16. Erosion and sediment control plan
- \_\_\_ 17. Erosion and sediment control details
- \_\_\_ 18. Street and Curb Details
- \_\_\_ 19. Handicap Parking Details
- \_\_\_ 20. Handicap Ramp Details
- \_\_\_ 21. Handicap Signage Details (In accordance with O.C.G.A 40-6-221)
- \_\_\_ 22. Grease Trap Details per Cherokee County Water and Sewer Authority (Sec. 98-88 of City Ordinance)

*Plans should be submitted by a person who can take the plans back if not a complete submittal.*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fees: \_\_\_\_\_